

# Cooper Info by E-mail



With the start of the 2003-2004 school year, Cooper Middle School launched a new, more comprehensive website. This website has become the central repository for all types of information for Cooper Middle School students, parents, and teachers. Whether as a base for research on the Internet or to look-up an important date for later this school year, the Cooper M.S. website is a central tool in Cooper's efforts to communicate about events at school.

In January, we launched Cooper Info by E-mail (CIE), a subscription service that allows parents to receive regular e-mail updates directly from school. The purpose of these updates is threefold.

1. To remind parents about important parent events, such as conferences.
2. To inform parents when important information is being sent home with students, such as report cards or informational flyers.
3. To highlight important updates to the Cooper website and provide links to those updated webpages.

The frequency of CIE updates varies according to what is taking place at school, and any information updated through CIE will also be available via our Homework Hotline or Events Bulletin Board on our Cooper telephone system in order to ensure that all Cooper parents have access to this information. The Homework Hotline and Events Bulletin Board can be accessed each evening after 4.15 PM by calling Cooper at 847.520.2750.

## **How do I subscribe?**

Our new subscription service makes it easier to subscribe than ever before... To subscribe, simply send a blank e-mail from your regular e-mail account to:

*cooper\_parents-on@d21.k12.il.us*

## **Will I start receiving other junk e-mail as a result of subscribing to this service?**

No. CIE is being run solely by School District 21, and your name and e-mail address will not be shared with other organizations. Additionally, you will know you have received a CIE update when you receive mail from "Cooper Middle School."

## **Does a subscription to CIE cost anything?**

No. It is completely free.

## **Will CIE work with webmail, such as Hotmail or Yahoo! accounts?**

Yes. CIE updates should come through with no problem at all with all major Internet Service Providers and e-mail software programs, including webmail!

## **If I subscribed last year, do I have to re-subscribe?**

Yes. With the improvements that we have made to this subscription service, it is necessary that everyone subscribes once again for the 2004-2005 school year!

**COOPER**  
**MIDDLE SCHOOL**